

AR-50-71; Rev. 76

## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form, Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. FOR RECORDS MANAGEMENT USE FOR AGENCY USE 1. Agency Address **Application Number** Application Date Department of Education Office of Vocational Education Division of Vocational Program Managemen Date Received Date Completed Application Number Atlanta, GA IFEB 1 JAN 8 1982 1982 Telephone Number **Working Title** 2. Person to Contact 656-2550 Curtis Kingsley Coordinator 3. Action Requested a. D Establish Retention Schedule; record will continue to accumulate. b. Dispose of present accumulation; no further accumulation anticipated. X Amend Application No. 81-172 \_\_\_ Check One: 🖾 Change; 🔲 Supercede; 🗎 Void 5. Records Series Title (followed by title used in office; if different) 4. Dates of Series Earliest Application for Coastal Plains Planning Commission Funds Files 1977 | To Date What is the function of the Division and the Office in which this record series is created? 6. Division and Office Function No Change This file contains the following documents (include form numbers and titles, if any): 7. Record Series Description Attach samples of the file. Documents relating to: Included are: No Change File is arranged: 8. Monthly Reference Rate How often are records referred to which are: \_; Seven to twelve months old \_\_\_\_\_; Thirteen to twenty-four months old \_\_\_\_ One to six months old \_\_\_ twenty-five months and older \_ 9. Annual Rate of Accumulation of Records \_\_; Shelves \_\_\_\_\_; Other (specify) \_\_ \_ : Legal-size drawers \_ Letter-size drawers \_

YES	NO	10. Questionnaire	(Place an "X"	' in the proper col	umn)							
X	1	a. Is this the official copy of the series?  If not, where is it?										
	Х	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.										
	X	c. Is this a vital rec	ord?		•		<u> </u>					
X		d. Does this series	have historical	or long term resea	rch value?							
	NA		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these									
	X		documents be scheduled separately?  f. Is the information contained in this series eyer published? If yes, attach copy.									
	Х	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report?										
-	Х	If yes, attach copy.  h. Is there a duplication of this series in your office, or in another office or agency?  If yes, where?										
	X	i. Is this series (or	a major portio	n of iti regularly n	nicrofilmed	17						
	<u>X</u> _		series result in	a computer printe	out?							
11.	Reten	tion Requirements	The	following require	s the series	to be kept:						
	a. Sta	ite Law		years.	d.	Audit period	<del>-</del>	years.				
		tute of limitation		years.	e.	Administrative need	•	years.				
	c. Fee	deral law	<u>*5</u>	уеагѕ.	f.	Federal retention instructions	*5	years.				
	Attach copy or excert of laws or regulations. Explain administrative need. P.L.93-380, Sect 510;45CFR74.134; *Five years after submission of final expenditure report and until any litigation claim, negotiation, audit or other action in process shall be completed and resolved except equipment and real property records must be held for three years after disposition, replacement or transfer.											
12.	Appro	ved Disposition Instru				e file series be cut off at the end						
				Calendar Year; 🗆	Fiscal Yea	or; A Other Federal Fisc	al Year	then,				
<ul> <li>☐ Hold in the current files area month(s) 5 year(s); then</li> <li>☐ Transfer to local holding area; hold year(s); then</li> <li>☐ Transfer to State Records Center; hold year(s); then</li> <li>☐ Destroy.</li> </ul>												
Transfer to State Archives for permanent retention.												
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These instructions apply to all prior and future accumulations of the series.												
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Age	ncy H	ead/Designee <i>(Signat</i> /	ure)	Date	Records P	Management Officer (Signature	,	Date				
At Weigman Crift 1/9/82 Walker L. Baringardne 1-6-82												
			V	7 /	_ 8	tate Records Committee (Signal	ature)	Date				
1		ndations in para-				. 1		1 10 - 50				
_		re approved. roved, attach letter	State Audi	tor/Designee	70	and the	<u> </u>	1-1000				
		tion.)	Secretaryor	State/Designee	Ca	well Hart		1-11-82				
		·	Attorney Ge	neral/Designee	Se	ruffluse	2	1-16.82				
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OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. FOR AGENCY USE FOR RECORDS MANAGEMENT USE 1. Agency Address Application Date Application Number Department of Education Office of Vocational Education Division of Vocational Program Management Date Received Application Number Date Completed Atlanta, Georgia MAR 1 1 1981 MAR 2 1981 2. Person to Contact Working Title Telephone Number Coordinator 656-2550 Curtis Kingsley 3. Action Requested a. 

Establish Retention Schedule; record will continue to accumulate. b. Dispose of present accumulation; no further accumulation anticipated. Amend Application No. Check One: Change; Supercede; Void 4. Dates of Series 5. Records Series Title (followed by title used in office; if different) Earliest Latest Planning Commission
To Date Application for Coastal Plains, Funds Files What is the function of the Division and the Office in which this record series is created? 6. Division and Office Function The Division of Vocational Program Management provides direction, policies and procedures for development and delivery of Vocational Education; coordinates with local school systems and the federal government in all areas of vocational education including budget preparation; allocates grant funds and approves disbursement; provides technical assistance in program development; provides liaison and coordination in planning and management of vocational programs; recommends certification standards and staff development activities. This file contains the following documents (include form numbers and titles, if any): 7. Record Series Description Attach samples of the file. Requesting Coastal Plains funds for Capital or Program improvements Documents relating to: Included are: Project application showing funding sources and related funding information; federal assistance forms; results of State-level review; A-95 information; project information; service area information; supporting documentation and attachments. File is arranged: Alphabetically by school system or CESA. How often are records referred to which are: 8. Monthly Reference Rate One to six months old \_\_\_\_\_; Seven to twelve months old \_\_\_\_\_; Thirteen to twenty-four months old \_\_\_\_\_; twenty-five months and older \_\_\_ 9. Annual Rate of Accumulation of Records Letter-size drawers \_\_\_\_\_; Legal-size drawers \_\_\_\_\_; Shelves \_\_\_\_\_; Other (specify) \_\_\_\_\_

YES	NO	10. Questionnaire	(Place an "X"	" in the proper co	lumn)						
x		a. Is this the official copy of the series?  If not, where is it?									
	х_	b. Does the series contain confidential information requiring security handling? If yes, ofte law or regulation.									
	X	c. Is this a vital red	-· - <del></del>								
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	X	f. A the informati	on contained in	n this series ever p	ublished?		<u>y.                                      </u>				
	. v.	g. 1s the information contained in this series ever analyzed and/or recorded in a summarized report?									
x	_X_	If yes, attach copy.  h. Is there a duplication of this series in your office, or in another office or agency?  If yes, where? CESA and/or Local School System									
	_x_	i. Is this series (or a major portion of it) regularly microfilmed?									
<u></u>	<u> X</u>	i. Does the record	l series result in	a computer print	out?			L - '			
11. R	Retent	tion Requirements	The	e following require							
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12. A	\ppro	ved Disposition Instru	u <b>ctions</b> This	s agency recomme			off at the end of each:				
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inac	ctiv	e file at end ( ) years; then (	or each Fi:	scal Year; t	nen trai	ister to Stat	te Records Center;	nota 101			
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Recor	mmer	ndations in para	7		<u></u>	are ireculus COM	10igriature)	Date			
graph	12 aı	re approved.	State Audi	tor/Designee		~~~	June	3-11-81			
(If dis		oved, attach letter tion.)	Secretary	State/Designee	Ca	urall.	Hart	3-10-81			
	-		Attorney Ge	eneral/Designee	//	Moh	el	311.81			
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